



## **EXCURSION PLANNING POLICY**

### **BLACKBURN LAKE PRIMARY SCHOOL**

Florence Street Blackburn 3130

#### **RATIONALE**

To ensure excursions are planned and approved appropriately.

#### **AIMS**

- That all excursions are appropriately planned and approved in accordance with Departmental policy and requirements.
- All excursions requiring school council approval meet the requirements of the Safety Guidelines for Education Outdoors.

#### **IMPLEMENTATION**

**Important: When undertaking excursion planning principals, teachers, school councillors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.**

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- venue selection:
  - the suitability of the environment and/or venue for the excursion
- safety, emergency and risk management:
  - assessment of excursion risks
  - procedures in the event of an emergency
  - arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
  - completion of an online notification of school activity form three weeks prior to the activity
  - First aid requirements
  - any other measures necessary for student and staff safety and welfare.
- staffing and supervision:
  - there are sufficient staff to provide appropriate and effective supervision
  - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable)
  - there are appropriate levels of supervision in view of the activities undertaken and students involved.
- informed consent from parents or carers
- adequate student and staff medical information
- student preparation and behaviour
- requirements for any adventure activities

- transportation requirements, noting that:
  - public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
  - excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
  - information on student concession cards is available at: [Public Transport Victoria](#)
- communication requirements
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- requirements for interstate or overseas excursions
- that the excursion meets the requirements of any school-level policy or procedures.
- The impact of the excursion on regular school activities
- Communication to the wider school community and extra curricular providers

This table explains the approval required before the excursion occurs.

Excursion type	Must be approved by
<ul style="list-style-type: none"> <li>• overnight excursions</li> <li>• camps</li> <li>• interstate and international visits</li> <li>• excursions requiring sea or air travel</li> <li>• excursions involving weekends or vacations</li> <li>• adventure activities.</li> </ul>	<ul style="list-style-type: none"> <li>• the school council, or both school councils when it is a joint activity involving another school</li> <li>• the Safety Guidelines for Education Outdoors must be followed.</li> </ul>
<ul style="list-style-type: none"> <li>• day excursions (other than those referred to above that must be approved by the school council).</li> </ul>	<ul style="list-style-type: none"> <li>• the principal, or both principals when it is a joint activity involving another school.</li> </ul>

**LINKS AND APPENDICES** (including processes related to this policy)

The Key Links which are connected with this policy are sourced through :

- [DET Excursion Policy](#)
- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Steps (including risk management forms)

### **EVALUATION**

This policy will be reviewed within three years.

**RATIFIED BY SCHOOL COUNCIL: 15<sup>th</sup> November 2016**

**PRINCIPAL:** Loisia Steed      **SCHOOL COUNCIL PRESIDENT:** Mark Eaton

**Appendix A: Pupil/Teacher Ratios for Excursions**

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p><b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Base Camping</b></p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p><b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners</p> <p>1:5 Novice; intermediate; advanced</p> <p>2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced</p> <p>1:5 On the track or mound</p> <p>1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters</p> <p>1:6 Open Waters</p> <p>1:4 Open Waters, Adverse</p>	<p><b>Snorkeling</b></p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p><b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight</p> <p>1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight</p> <p>1:10 Alpine, Nordic – day</p> <p>1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6</p> <p>2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p><b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools</p> <p>1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p> <p><b>Orienteering</b></p> <p>1:10 Bush</p>

## **Appendix B: Excursion Approval Steps**

Teachers wishing to conduct *excursions* are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion. No excursions or camps are permitted in the two full weeks prior to an exam period for any level.

### **STEP 1: Approval**

- Daily diary clearance obtained
- Application approval by Principal (or their nominee)

### **STEP 2: Risk Management Forms (for adventure activities or those that may be hazardous)**

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days



## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
--------------	-------	----------------------

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

**Incursion Risk Assessment Form**

**Duty of care resides with teachers for the period of the event:**

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		



**STEP 3**

(When Step 1 & 2 are complete, submit the following information to the Business Manager 3 weeks prior to excursion)

EXCURSION DETAILS

Date of Excursion: \_\_\_\_\_ Excursion to: \_\_\_\_\_

Teacher in charge: \_\_\_\_\_ Domain: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Estimated time of return: \_\_\_\_\_

Number of students attending: \_\_\_\_\_ Staff required : \_\_\_\_\_

ESTIMATE OF COSTS

	A	B	C
ITEMS	TOTAL COST (including GST)	GST (A @ 11)	COST (excluding GST) (A – B)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

From the above table

Total cost of all items excluding GST:- (C) \$ \_\_\_\_\_

GST (food only): (B) \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

☐ Number of Students attending: \_\_\_\_\_ \$ \_\_\_\_\_

FINAL COST PER STUDENT: \$ \_\_\_\_\_

(To be determined in conjunction with Business Manager)

Will a cheque be required on the day of the excursion? YES / NO

If YES Order form must be completed for costs related to excursion.

Bus Company to be used \_\_\_\_\_

**STEP 3**

Permission forms to be generated and approved

**STEP 4**

A list of participating students will be advised to general office before departure

**STEP 5**

All permission forms and/or payments to be cleared before day of excursion/incursion

Arrangements for students not attending to be made by classroom teacher